

<p style="text-align: center;">CONTRACT REVIEW COMMITTEE Meeting of January 14, 2016</p>
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Minutes of the meeting of: The meeting took place at 10:15 at 4 Fairgrounds Road, Nantucket, MA 02554.

Members Present: Augie Ramos, Dorothy Hertz, Stephen Maury, Joe Aguiar, Mary Wawro (participated remotely)

Members absent: Bert Johnson, John Belash

Staff Present: Ann Medina, Rachel Chretien

Members of the Public: Terry Anne Vigil, Janis Carriero

I. Called to Order: meeting called to order at 10:30

II. Quorum: a quorum was established

III. Approval of Agenda: the agenda was unanimously approved

IV. Action and Discussion: Deliberations and action on FY17 recommendations

Augie R. arrived at 10:30

Quorum was established.

Meeting was called to order at 10:30

The CRC called the Interfaith Council (IFC) Emergency Food Pantry back in so they could better understand the overhead for the Food Pantry. Expenses are for rent for office space, internet service, equipment repairs, travel expenses for Janis and Ann Marie. Taxes shown on request form are employment taxes. IFC is planning to have their books audited and they are saving towards that. The \$17,364 is amount under bookkeeping that is estimated at 10 hours, is that to offset or in addition to Rental Assistance? It is in addition to

Rental Assistance, the Food Pantry does not do any bookkeeping, that job is strictly to run the Food Pantry. It had always been done by an outside individual but a few years ago IFC restructured and now Janis does it and reports directly to IFC. IFC has saved money doing it this way. The IFC in no way attempted to misrepresent the costs, and they are willing to show it to the CRC in any way that is requested. The IFC is one body with two programs and they would be happy to make one request for funds if that is what the CRC wants. Is Janis a full time employee? The IFC sees Janis as the executive director, she works more than 40 hours a week, Anne Marie from the food pantry does too.

The CRC believes this agency performs a public service, and they have taken a good look at everything and this is good to go. The CRC needs to be confident that they understand what is presented and that they have done their due diligence.

Dorothy stepped out at 10:58, back at 10:59.

In looking at the budget that was submitted to CPC and CRC there is a significant difference in the numbers submitted, why the difference? One grant was prepared before the other and in the span of two months things changed.

A suggestion was made to show last year's actuals, projection, current budget and projected budget, and ask for starting financial statements. Look at administrative cost and what is being done by agency, look at overhead of delivering services.

Stephen M. Left at 11:33

A motion to adjourn was made and seconded. The meeting adjourned at 12:00.

Respectfully submitted by

Ann Medina